

ENGINEERING AND RELATED SERVICES

October 15, 2010

STATE PROJECT NO. 700-36-0210

F.A.P. NO. STP-3609(518)

LAKE FOREST BOULEVARD

(I-510 TO EASTOVER)

ORLEANS PARISH

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract. A map of the project limits for the proposed work is attached.

Project Manager – Ms. Laura Riggs, P.E.

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

This is an Urban Systems project. Lake Forest Boulevard was originally proposed as a four-lane divided roadway between Bullard Avenue and I-510. The eastbound lanes are in place and the westbound section is complete except for an approximately 400 foot section behind the Eastover subdivision. The selected Consultant will perform Engineering and Related Services to complete the remaining approximate 400 foot section of westbound Lake Forest Boulevard approximately 450 feet west of its interchange with I-510. The City owns all right-of-way needed for the project. This project is not on the State Highway System and is located in District 02.

The Contract will be between the Consultant and the City of New Orleans, hereinafter referred to as the "City".

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

STAGE 1 (PART III a) ENVIRONMENTAL EVALUATION CATEGORICAL EXCLUSION

The Consultant/Team will be required to perform all services required to provide the documentation necessary for a Categorical Exclusion (CE) and other related documents

in accordance with the National Environmental Policy Act, as amended, and the Federal Highway Administration's regulations and guidelines.

The Consultant will meet with the Environmental Project Manager within 10 days after receiving the notice-to-proceed.

STAGE 3 (PART I a) TOPOGRAPHIC SURVEY

This is a complete topographic survey, in English units of measure, to be prepared in accordance with all principles and objectives set forth in the latest issue of the DOTD's Location and Survey Manual, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used.

STAGE 3 (PART III) PRELIMINARY PLANS

The Consultant will provide all engineering services required for the completion of preliminary plans. The type of sheets required, but not limited to, for preliminary plans are as follows:

- Title Sheet
- Typical Section Sheet(s)
- Existing Drainage Area Map
- Design Drainage Map
- Geometric Detail Sheet(s)
- Cross-Section Sheet(s)
- Plan-Profile Sheets (Including Drainage)
- Detour Sheet(s)
- Sequence of Construction Sheet(s)
- Summary of Estimated Quantities Sheet
- Striping Detail Sheet(s)
- Construction Signing Sheets

STAGE 3 (PART IV) FINAL PLANS

Final plans will be determined upon satisfactory completion of preliminary plans.

STAGE 5 (PARTS I AND II) CONSTRUCTION SUPPORT

If required, the Consultant will provide construction support and structural shop drawing review during construction.

ITEMS TO BE PROVIDED BY THE CITY AND/OR THE DOTD

- Traffic Count (City)
- Pavement Design (City)
- Standard Plans (through ProjectWise) (City and/or DOTD)

- As-Built Plans (if available) (City)
- Utility Relocation Agreements (City)

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

- Stage 3: Design
Part IV: Final Plans
- Stage 5: Construction, Part 1: Construction Support and Shop Drawings, if required.

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

The total compensation to the Consultant for all services rendered in connection with this Contract is estimated to be a non-negotiated lump sum of **\$85,802**.

The compensation to the Consultant for Stage 1, Part III and Stage 3, Parts I & III is a lump sum of **\$62,360**, which is subdivided as follows:

Stage 1: Part III (a) – Environmental Evaluation	\$24,710
Stage 3: Part I (a) – Topographic Survey	\$15,804
Stage 3: Part III – Preliminary Plans	\$21,846

CONTRACT TIME

The overall contract time to complete this project is estimated to be **3 years**. The Consultant will proceed with the services upon issuance of the Notice to Proceed from the City.

The delivery schedule is as follows, however may be changed by the City Project Manager:

Stage 1: Part III (a) – Environmental Evaluation, shall be completed within **120** calendar days, including DOTD review, from the Notice to Proceed.

Stage 3: Part I (a) – Topographic Survey, shall be completed within **20** calendar days, including DOTD review, from the Notice to Proceed.

Stage 3: Part III – Preliminary Plans, shall be completed within **150** calendar days, including DOTD review, from the Notice to Proceed.

Stage 3: Part IV, Final Plans, is **estimated** to be completed within **120** calendar days, including DOTD review, from the Notice to Proceed from the City.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.

1. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in roadway design, and a corresponding support staff.
2. In addition to the above requirements, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):

- a. A minimum of one Professional Land Surveyor registered in the State of Louisiana, with at least five years experience in conducting topographic and property surveys, and preparing right-of-way maps for DOTD, and a corresponding support staff.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6;

** The Road Design Urban (RU) performance rating will be used for this project.

Complexity Level – Simple

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Laura Riggs – Project Manager
3. Fred Borne
4. Jason Lacombe
5. Eric Lanier
6. Shawn Luke

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. 700-36-0210, and will be submitted **prior to 3:00 p.m. CST on Monday, November 1, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1733

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.